

On Feb 24, 2016, at 3:40 PM, Washburn, Ben <[washburn.ben@epa.gov](mailto:washburn.ben@epa.gov)> wrote:

Hi Cindy,

We've asked Terrie to give about a 20 minute presentation on Superfund – basically a Superfund 101 type presentation. The idea is to introduce to the group the Superfund process and identify where the site currently is in that process. Within that, she'll also give a quick update on the current site status. Terrie has been working on the project for several years as the TASC contractor and is well-versed in the site. It's a natural role for her, and something she has done before. We considered giving the update, but decided to let Terrie do it because she is well received in the community and a trusted voice due to her independence.

I've been coordinating with the Rec Center directly, mostly over the telephone to arrange this meeting. We've asked for tables to be set up in a u-shape, with the participants sitting at the tables. This will allow you to be in the center as they discuss with you their concerns and you report back to them what you've heard in the community. I think it'd be good to have a table by the entrance to serve as a sign-in station for the participants, so that they can be directed to sit at the table. Chairs will be available for observers to watch the meeting. We really wanted to have the u-shape so that all of the participants could see each other.

The meeting will start at 6:30 and last until 8:30 at the latest. The facility closes at 9:00 sharp. EPA will arrive early, about 5:30, set everything up. I'm not sure that they have easels with flip charts, but we can be sure to bring some from here if you need them.

I'm not sure the travel team is final yet, but I know that it will consist of me, Curtis, Mary, I think Mark, and I think Brad. We're having a meeting later in the week where this will get fleshed out more – that's not set in stone or based on anything more than hallway talk at this point.

At what point would you recommend Terrie giving the presentation? We could open with it – but I'm not sure if it would be better for you to start the dialogue to open the meeting. I'm leaning towards that being the better way, and we could close with the presentation. Thoughts?

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From: Cindy Cook [<mailto:ccook@adamantaccord.com>]  
Sent: Wednesday, February 24, 2016 2:19 PM

To: Washburn, Ben <[washburn.ben@epa.gov](mailto:washburn.ben@epa.gov)>  
Subject: Re: Agenda Item

Hi Ben:

Can you tell me a little more about what you've asked Terri to present? I'd thought EPA would give a site update; I'm not sure how a TASC person could do this.

Please also let me know who from EPA will be there, and anything else other than Terri's presentation that you've set up vis the agenda.

Also, I'd appreciate it if you'd share w/ me your communications w/ the venue folks. Will there be easels and flip charts available? What did you tell them about table and chair arrangement? What's the meeting start time? Since this is primarily a listening session, I'd been planning on the only tables being one or two at the front of the room. If you've asked for something different, it'd be good to know what that is.

Thanks,  
Cindy

On Feb 24, 2016, at 2:36 PM, Washburn, Ben  
<[washburn.ben@epa.gov](mailto:washburn.ben@epa.gov)> wrote:

Hi Cindy,

Be sure to include about 20 minutes in the agenda for Terrie Boguski to give her Superfund 101 presentation and site update. I think we spoke about this, just wanted to be sure.

Also, everything is confirmed and good to go with the venue. They have tables for a u-shape, a projector, screen, etc.

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